

FEB

Expense Reimbursement

Employee Name: Nicola Wood

RT Number { name:unc }

Claim Number
96336

Delegated authority:	
Department (choose from drop down menu):	Executive - 008

Expense Period	From:	01/01/2016
	To:	31/01/2016

Itemised Expenses

[illegible]

Mileage

Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

45	p per mile	0.00
25	p per mile	0.00
24	p per mile	0.00
20	p per mile	0.00
5	p per mile	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance
TOTAL REIMBURSEMENT **114.85**
Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@lco.org.uk by way of approval for payment

For Finance Use

008	0000
Nominal Code	

Paid Stamp

Feb

Expense Reimbursement

Employee Name: Christopher Graham

Delegated authority:

Department (choose from drop down menu):

Expense Period From: 10/12/2015 To: 09/02/2016

RCT Number
(Finance Use)

5321

Claim Number

71804

PAGE 1 OF 2

Itemised Expenses

DATE	TIME	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency)
10/12/15		Correction of item from January 2015 claim: Staff gratuity at Ditchley Park during two day conference - cash payment, no receipt (additional evidence now provided)	1	Other	UK £ 20.00
14/1/16		Expenses omitted from January 2015 claim: Refreshments on the return train journey	2	Subsistence - UK	2.20
19/1/16	0930	Difference in cost between train tickets	3	Travel - UK	0.35
		Refreshments on train on way to London	4	Subsistence - UK	3.45
		Evening meal in London	5	Subsistence - UK	21.00
20/1/16		Snack while preparing for meeting	6	Subsistence - UK	4.10
		Lunch in London	7	Subsistence - UK	6.25
	2200	Evening meal in London	8	Subsistence - UK	12.00
		Receipts 4-8 in excess of max subsistence rate claimable - recharge difference (£50.80 - £40 allowable = £10.80)		Subsistence - UK	-10.80
21/1/16	0640	Supper in London	9	Subsistence - UK	7.24
26/1/16	0530	Taxi to [REDACTED]	10	Travel - UK	27.00
	1800	Refreshments on the return train journey	11	Subsistence - UK	2.75
27/1/16	0950	Coffee on train on the way to London	12	Subsistence - UK	1.95
		Supper in London	13	Subsistence - UK	15.00
28/1/16		Coffee in London	14	Subsistence - UK	1.75
	2215	Lunch in London	15	Subsistence - UK	17.30
		Receipts 12-15 plus GPC expense attached in excess of max subsistence - recharge (£36 + £9.40 - £40 allowable = £5.40)	16	Subsistence - UK	-5.40
02/02/16	0445	Taxi to airport	17	Travel - UK	18.00
		Breakfast at airport awaiting flight	18	Subsistence - UK	5.94
		SUBTOTAL			153.38

cf TO
PAGE 2

Mileage

Car miles claimed (Standard Rate)*
 Car miles claimed (Public Transport Rate)
 Motorcycle miles claimed
 Bicycle miles claimed
 Passenger rate

	45 p per mile
	25 p per mile
	24 p per mile
	20 p per mile
	5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance: _____
 TOTAL REIMBURSEMENT **153.38**
 Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

008 0000
 Nominal Code

Paid Stamp

Expense Reimbursement

Employee Name: Christopher Graham

Delegated authority:

Department (choose from drop down menu):

Expense Period	From:	02/02/2016
	To:	03/02/2016

RET Number (Finance Use)	5323
-----------------------------	------

Claim Number
76698

Itemised Expenses

[illegible]**Mileage**

Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

No. of passengers	% of passengers who did not board the aircraft
1	0
2	0
3	0
4	0
5	0
6	0
7	0
8	0
9	0
10	100

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

0.00
0.00
0.00
0.00
0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance _____
TOTAL REIMBURSEMENT 37.54
Don't forget to attach receipts

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

For Finance Use

008	0000
Nominal Code	

Paid Stamp

OK ✓